

Microsoft Excel : Calculating & Manipulating Data

CPD Training



Course Information

START TIME

9.30am

DELIVERY

Virtual

This CPD certified MasterClass guides participants through Excel's Database features. Participants learn how to understand and use key functions, up to and including, the IF function. Participants will learn how to sort, filter and subtotal information and also to work across multiple workbooks and worksheets. All attendees will receive a highly useful course pack to refer back to at any time, gain valuable CPD points, and have a chance to engage in an informative Q & A on the day.

It is ESSENTIAL that your device has the required software installed (Microsoft Excel 2013 or later).

Course Content

Performing Calculations

- Work with and understand Functions
 - SUM / AVERAGE / MAX / MIN / COUNT
- Work with and understand Formulas
- Using the Fill Handle/AutoFill
- Understand and create Relative calculations
- Understand and create Absolute calculations
- Understand and create Mixed References
- Link calculations across Worksheets

Formatting Worksheet Information

- Understand Excel Design and Construction
- Convert Numbers to Text Data Types
- Apply Currency format / Apply Percent style / Apply Decimals / Delete formatting

Using Logical Functions

- Understand the IF Function / Create IF Functions / Understand the AND Function / Create AND Functions

Work with and Manipulate Data in Lists

- Understand Data Lists / Create a basic Sort / Create a multi-sort / Create a custom Sort / Create a basic Filter / Create a multi-filter / Create and understand Subtotals / Create and understand Outlines

Prerequisites

Ideally delegates should have completed the 'Excel Introduction – Level 1' course or be comfortable in applying the features and functions associated with the Level 1 course content.

Who Should Attend

This course would be ideal for those who work with files that are created by other users, or who have a working knowledge of Microsoft Excel. This course will provide you with the knowledge and skills to use Excel at a more advanced level.

Cost

This training course costs €425 EARLY-BIRD (Normal rate €525).